

**Plan for Transition from Non-licensed Master's Level IIC Providers**  
***(Applies Only When VO-NJ is the Service Requestor)***

**Criteria for Transition Eligibility**

A child/youth with an existing authorization for IIC master's level therapy can be transitioned from the master's level therapist to a clinically licensed IIC therapist if the following two (2) conditions are met:

1. Child's/Youth's current authorization is ***not expiring*** within the next 14 days.
  - If a child/youth is within 14 days of the authorization end, a discharge/transition plan should have been implemented for the child/youth.
  - Any child identified as needing transition to outpatient services that has between 14 to 30 days of service left in the current authorization will be given a 30-day transition authorization based on the need of the child /youth.

**AND**

2. Family has been informed about transitioning to a clinically licensed IIC therapist.

**Provider Request Procedure**

The agency must submit a fax to **609-689-6261** (this fax # is exclusive to this purpose) with the following information:

1. The identified children's/youth's information (Name, ABS#, Authorization # and Dates of the current authorization).
2. Request to have the child's/youth's level of care changed from master's level to licensed level (for children staying within the same agency and changing therapist) or request to have the child/youth transitioned to a new provider for services.

**\*Important Note:** Within agency and new provider requests are to be grouped onto ***separate faxes.***

3. The number of units used during the current authorization period for each child.
4. Name and EEID of the agency (if any) that the family has selected to transition to for each child.

**VO-NJ Procedure**

For eligible children/youth, VO-NJ will:

1. Work with the provider to determine if the provider has available clinically licensed IIC therapists to whom children can be transitioned.

2. If “yes”, then VO-NJ will (a) authorize to the licensed level and (b) request that the provider notify the family of the new therapist.
3. If “no”, then VO-NJ will (a) seek an agency that has licensed level therapist availability for that county, (b) contact the family and inform them of the new provider, and (c) contact the new provider with the referral information.